Minutes of the March 12, 2018 Information Technology meeting held in the Dodge County Administration Building, in Room 1A, First floor in the Dodge County Administration Building, 127 E. Oak Street, Juneau, WI at 6:00 PM.

Members Present: Maly, J. Bobholz, M. Bobholz, J Bartsch

Members Absent /Excused: J. Duchac,

Also Present: James Mielke, County Administrator; Information Technology Employee Josh Kohlhoff,

Meeting called to order at 6:02 PM by Supervisor Maly.

Supervisor Maly acknowledges that sufficient members of the Information Technology Committee are present and therefore there is a quorum at start of meeting.

Motion by M. Bobholz seconded by J. Bartsch approve Information Technology Committee agenda as presented and to grant permission for Committee Chair to deviate from agenda as needed. Motion carried.

Committee Member Reports: None

Motion by M. Bobholz, seconded by J. Bobholz to approve minutes of the February 12, 2018. Motion carried.

Motion M. Bobholz, seconded by J. Bartsch to approve the additional meeting per diem payments for Committee Chair Maly for the Enterprise Resource Planning Project on the following dates
* February 6, 2018 (two day meetings with Tyler –MUNIS)
* February 7, 2018
* February 12, 2018 Phone Status Call with Tyler-MUNIS
* February 26, 2018 Steering /PMO Meeting

Motion carried 3-0 (Maly abstained)

Update Combining Payroll Project Mielke noted the Resolution in support of combining the Dodge County payroll cycles will be brought before the Human Resource; Finance and Information Technology committees in April.

Information Technology Project Status Report: The Committee reviewed the memo from Information Technology staff dated March 7, 2018 (attached).

Adjournment: The meeting was declared adjourned by the Chair at 6:31 p.m.

<u>Next Meeting Date</u>: Tuesday April 10, 2018 at 6:00 p.m.   Room 1A

_____   _____
                Janice Bobholz, Secretary   Date
                                                                                         4/10/18

                Janice Miethe
                   Administrator

Project summaries – 03/07/18

Netsmart Project Update:

- PPS state reporting: Alyssa Schultz reported that Dodge County has completed PPS reporting for through the month of January, 2018.
- Update on Financial open items: Monica Hooper reported that the month of December in Netsmart has been closed and imported into JD Edwards. All claims for January have been produced, filed, and self-pay statements mailed. Open items are still being documented.
- Update on Cares Pathway reporting tool: We have a training session on the Evolv portal and CPMR scheduled with Netsmart on March 7. IT has also been working with HS on a security risk assessment, which is required for Meaningful Use attestation. We have a meeting scheduled to discuss next steps on Monday, March 19.
- Update on Netsmart SOW for Financial open items and training: Dodge County signed the Netsmart SOW for the Financial Optimization project. The project will begin on Monday, March 19. The Joxel group will be on site March 21-23. March 21 will be the kick off discussion and the start of the current state interviews. Current state interviews will continue March 22-23.

Kronos Project Update:

- Performance update: We are continuing to work through some issues experienced since the cycles were kicked off at the end of December. These include:
  - It was reported that certain managers are not receiving notifications. Through troubleshooting, we believe that the third level approvers are the individuals not receiving notifications.
  - There have been a couple of reports of employees receiving a notification of their self-evaluation available but due in a few days as opposed to 14 days.

  Kronos is aware of these issues. We are waiting for feedback from Kronos.
- Parking lot items: The Kronos core team has been working through the list of parking lot items. The recent items include:
  - Shift differential configuration and interface changes – IT has been working with HR and Finance on next steps for testing. All configuration has been added to the Kronos test environment. The next step in testing is to run a test Payroll through and compare totals. The group will work together to review testing results.
  - Part time sick probationary period – IT is working with HR and Clearview to test some configuration changes.
  - Compensatory time for Highway department –Most of the configuration has been added to production. The changes will be effective March 10.
  - Business intelligence reporting – IT provided a brief demonstration to HR and Finance late last week on the new HR/Payroll reporting functionality provided in our version of Kronos. Access to the reporting tool has been provide to the group in the Kronos test environment. The next step is for the group to review the capabilities and provide access to the tool within production.
- Upcoming Kronos projects:
  - HR, Finance, and IT met with Kronos earlier this week to discuss the Combining of Payrolls SOW document. We are working with Kronos to update the SOW document to provide the necessary detail.

ERP Project Update:

- Infrastructure update: Tyler Munis virtual servers were set up, and the Munis software was installed in February. There are five database environment as recommended for Tyler spread out between two server environments: production and non-production
  - Production
  - Implementation (used to configure production)
  - Implementation 2 (used to configure the work order module for production)
  - Training
  - Testing
- Tyler Project Manager, Lindsey Fulton, was on-site 3/6-3/8 to work with the ERP project team in structuring the new chart of accounts structure within Munis. Good discussions came from this, and the project team is excited to continue working through this project.
- The ERP Kick-Off Event is scheduled for 3/8 to present the high-level timeline and project plan of the three-phase implementation.
- Additional discussions were had on the Kronos integration with Tyler, which will continue to be discussed as more planning is performed.

MatrixCare Project Update:

- Update on eMAR:
  - Licensed nursing staff completed the ancillary order entry for the Clearview Brain Injury Center, Clearview Behavioral Health 1, and Clearview Behavioral Health 2 facilities, and they have enabled the use of eMAR for those three facilities.
  - The main Clearview nursing home will be the next facility to enable eMAR. The prescription med order import was completed for this facility in early March and staff are validating these orders and entering the ancillary orders currently.
  - The remaining five facilities will have their orders entered and eMAR enabled by the end of March.
- Update on ePrescription:
  - ePrescription was not yet enabled with pharmacy for any of these, because there were concerns with the state's requirement of a wet signature needed regardless of using the ePrescription interface. The team plans to roll out ePrescription once eMAR is enabled for all nine facilities.
- Clearview is looking to add a tenth facility. It will shift 10 beds from the main Clearview nursing home into a new facility called "Behavioral Health 4." A contract amendment was requested with MatrixCare and the new facility is expected to be approved by the state at the end of March.

GCS Project Update:

- Update on February Settlement: A system update was applied to correct the issue with the Treasurer's Office being able to settle in February.
- Update on Permit Tracking: The Code Enforcement division is getting ready to prepare for configuring the Permit Tracking module. The permit data conversion was completed in 2016, but will need to be re-done now that Code Enforcement is ready to begin configuring the module.

- GCS is expecting a final payment of the outstanding amount due from the initial implementation before re-importing the permit data. Bill Ehlenbeck, Dave Addison, and Kevin Nakielski are working together to determine the reasonable amount due since there are still some open items of the original 19 items that were outstanding from the implementation.

2018 Computer Replacements:

- Clearview rugged computers are completed, Desktops are on order
- Jail and Sheriff's office desktops are on order

Microsoft Intune (MDM) Update:

- As of 3/7/2018 of 178 smart phones 126 are completed, 36 are pending/scheduled to complete, and 15 need to be schedule. Anticipated compilation of April 2nd.

Administration and Henry Dodge Lockdown

- The Premisys server software has been upgraded to the latest version. The lockdown buttons for the Administration and Henry Dodge buildings have been installed. In the event of a lockdown, the law enforcement access group, along with selected staff, may enter the buildings using their HID proximity cards. Other staff will be denied access until the button is released, returning the buildings to normal access.

Highway Vehicle Storage Building AV System

- A new audio/visual system has been installed in the Highway VSB to allow for more efficient staff training. It consists of an overhead projector, wall mounted TV, sound amplifier, and ceiling speakers.